

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

PROMOTIONAL/OPEN COMPETITIVE
EXAMINATION
FOR:

PRODUCTION ASSISTANT
Part-Time

Applications must be
received by 4:30 p.m.,
Wednesday, November 5, 2014

Date and Time
Of Examination
To Be Announced.

SALARY RANGE – \$16.48 - \$19.89

Starting Salary	\$16.48
After 6 months	\$17.31
After 1 year	\$18.18
After 2 years	\$19.05
After 3 years	\$19.89

THE POSITION: The employee in this class reports directly to the Manager of MCTV & Library Communications. This position works on the cablecasts of City of Midland meetings including City Council, Planning, and other advisory boards and commissions. **Hours are primarily from 5:30 p.m. to 9:30 p.m. Monday, Tuesday & Wednesday nights and some Wednesday afternoons. Approximately 10-15 hours per month.

EXAMPLES OF WORK: Operates video equipment (camera, audio, switcher and graphics); may assume overall responsibilities for specific productions; may coordinate creative and technical aspects for productions; may be accountable, with supervision, for finished product; interacts with citizens and/or City personnel during all phases of production; provides limited creative support for various productions on request; and performs related duties as required.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

QUALIFICATIONS:

Experience and Training: Possession of an Associates Degree in Telecommunications or similar field with two years of related experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Knowledge, Skills and Abilities: Good knowledge of community access for video production. Familiarity with video and related equipment. Good judgment, tact and courtesy in dealing with the public and other employees. Ability to understand and carry out oral; and written directions. Ability to type at a rate of thirty (30) words per minute with no more than (10) errors. Physical ability to stand/sit in fixed positions for prolonged periods of time. Physical ability to carry up to 50 pounds of equipment to and from fixed locations.

Additional Requirement: Possession of a valid motor vehicle operator's license issued by the State of Michigan and have a good driving record.

EXAMINATION: The official application form will be used for the evaluation of training and experience and overall suitability for this position. Only those applicants whose qualifications have been approved will be permitted to compete in the examination.

The exact type and content of the examination will be determined at a later date.

APPOINTMENT is made by the department head from the candidates certified to the Eligible Register. One regular appointment will be made. Each eligible appointed must serve a probationary period before his/her appointment is complete.

OFFICIAL APPLICATION FORMS and further information may be obtained from the Human Resources Department, City Hall, 333 W. Ellsworth, Midland, Michigan 48640. Phone: (989) 837-3357. Fax: (989) 837-5718. Website: www.cityofmidlandmi.gov

ALL BENEFITS AND WAGES ARE SUBJECT TO CHANGE WITH CONTRACTUAL AGREEMENT

The City of Midland (City) considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap, or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the City complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The City also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.